

HELP Murcia Mar Menor

We help people of all ages with all sorts of problems!



Be a Volunteer ! – Make a difference to somebody's day!

Every little helps! If you have a few hours or more to spare then why not help? HELP.

To help us make the best use of your offer of help, please could you spare a few minutes of your time to fill in the form below?

➤ Can you speak Spanish or any other foreign language? If yes, please list below:-

Please give details of any strength you have which may be of use to HELP.
e.g. Accountancy, Office Administration, Nursing Experience, Photography, Poetry, Marketer, etc.

In which areas of HELP'S work could you assist us?

Please tick in the appropriate boxes below

Office		Fundraising	
Press & Publicity		Translating / Interpreting	
Care Services		Special Projects	
Promotion/Advertising/Marketing		Groups	
DIY / Repairs		Any other please specify	

➤ Please read the reverse of this sheet which will give further information about these areas

Name: _____

Address: _____

Telephone No _____

E-mail Address _____

Signature of Volunteer _____ Dated ____/____/____



Thank you for offering your services to HELP Murcia Mar Menor

Entered on the Database by _____ Dated ____/____/____

Registered Charity No. 7645/ 1a CIF No. G73321481
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Telephone/Facsimile 968 570 059
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Volunteer information on help required in area of HELP'S work

OFFICE

Computing

- Loading Data
- Design & Graphics
- Database
- Web design
- Website Updating
- Surfing

Shoppers (stamps, cleaning material, etc.)

Answering the Telephone

Handling Clients enquiries

Booking out Mobility Equipment

Photocopying and Collation

Magazine

- Design
- Proof Reading
- Collation
- Article Writers

Cleaners for Equipment and Office

Stationary upkeep

Information Board Assistant

Clerical Work

Monitoring Collection Tins

PRESS & PUBLICITY

Writing Articles

Liaising with Newspapers/Radio/Television

Upkeep of press book

Photography at Functions

Press Releases

Organising Reporters for our Events

CARE SERVICES

Hospital Visiting

Driving clients to doctors etc.

Shopping

PROMOTION/ADVERTISING/MARKETING

Sponsorship

Dealing with Press/Radio/Television

Helpers to obtain gifts/prizes

Distribution of Collection Tins

DIY / REPAIRS

Helping people in their homes

Helping with office maintenance

Helping with Mobility equipment

Erecting Stalls etc

FUNDRAISING

Helping at Car Boot /Auctions/ Events /Functions

Setting up and dismantling at the above

Raffle ticket sellers

Ticket sales co-ordinator

Ticket holders

Ticket sellers

Meet and Greet

Emptying of Collection tins

Social event organisers

Venue Finders

TRANSLATING/INTERPRETING

Interpreting at hospitals

Interpreting at the office

Interpreting at the doctors appointments

Interpreting at legal appointments

Translating office documents

Translating documents for clients

SPECIAL PROJECTS

Co-Ordinators

GROUPS

Helping and organising